On-line Payroll Adjustments

They are done on OARC with the Federal Pay and Personnel System (FPPS) labor cost interface.

1.   At any table in FFS, type in "N" at "ACTION:" and "OARC" in "TABLEID:" Press "ENTER".

2.   Type "S" at "ACTION:" and key in the SSN, pay period, and sequence number you wish to bring up. Press "ENTER".

```
ACTION: S  SCREEN: OARC USERID: TRAI
ARCHIVED POSTED PAYROLL RECORDS TABLE
KEY IS SSN, PP, OSEQ, SEQ

SSN: 123456789 PP: 2004 02 OSEQ: 001  SEQ:      NAME:
POSTED COST STRUCTURE:                                      BFYS:
   POSTED CLOSED BFYS:          CLOSED FUND:
      POSTED FPPS ORG:             ORIG FPPS ORG:
 ORIG. COST STRUCTURE:                              BOC/SUB:
         ADJ PENDING:     LAST USER ID:          PAY CODE:
  REGULAR PAY:                 ADDITIVES:              HOURS:


         ADJUSTED
    COST STRUCTURE        BFYS       HOURS    PCT  ADJ FPPS ORG  CLOSED BFY/FUND
----------------------- --------- --------- ----- ------------ ----------------


```

You'll come to that sequence number for that employee during that pay period.

3.   Place a "C" in the action field after you find the sequence line you want to modify.

4.   Tab down to the "ADJUSTED COST STRUCTURE" field and type in the cost structure you wish to charge (job number and organization).

5.   Tab to the "BFYS" field and type in the budget fiscal year to be charged.

6.   Tab to EITHER the "HOURS" or "PERCENTAGE" column. Enter the amount being adjusted and don't forget the decimal point.

Using Hours to Redistribute Costs

```
ACTION: c  SCREEN: OARC USERID: TRAI
ARCHIVED POSTED PAYROLL RECORDS TABLE
KEY IS SSN, PP, OSEQ, SEQ

SSN: 123456789 PP: 2002 20 OSEQ: 001  SEQ: 001  NAME: SMITH, DONALD J.
POSTED COST STRUCTURE: 1661004091130                 BFYS: 2004 2005
   POSTED CLOSED BFYS:           CLOSED FUND:
      POSTED FPPS ORG:              ORIG FPPS ORG: 91130
 ORIG. COST STRUCTURE: 16610040                   BOC/SUB: 111A
         ADJ PENDING: N    LAST USER ID: OFFLINE   PAY CODE: 010
  REGULAR PAY:      1,698.45  ADDITIVES:      465.87 HOURS:    67.00

      ADJUSTED
    COST STRUCTURE        BFYS      HOURS    PCT  ADJ FPPS ORG  CLOSED BFY/FUND
---------------------- --------- --------- ----- ------------ ----------------
1661004591130            2004     16.00


01-*L031 ALL LINES CHANGED
```

Be sure to **_put 2 decimal places in the hours field_** (e.g. 10.00) or the system will give you an error message of invalid hours.

If you use hours to make adjustments, the system will compute the percentage for you.

Using Percent to Redistribute Costs

```
ACTION: c  SCREEN: OARC USERID: TRAI
ARCHIVED POSTED PAYROLL RECORDS TABLE
KEY IS SSN, PP, OSEQ, SEQ

SSN: 123456789 PP: 2004 02 OSEQ: 001  SEQ: 001  NAME: SMITH, DONALD J.
POSTED COST STRUCTURE: 1661004091130                 BFYS: 2004 2005
   POSTED CLOSED BFYS:           CLOSED FUND:
      POSTED FPPS ORG:              ORIG FPPS ORG: 91130
 ORIG. COST STRUCTURE: 16610040                   BOC/SUB: 111A
         ADJ PENDING: N    LAST USER ID: OFFLINE   PAY CODE: 010
  REGULAR PAY:      1,698.45  ADDITIVES:      465.87 HOURS:    67.00

      ADJUSTED
    COST STRUCTURE        BFYS      HOURS    PCT  ADJ FPPS ORG  CLOSED BFY/FUND
---------------------- --------- --------- ----- ------------ ----------------
1661004591130            2004              100.0


01-*L031 ALL LINES CHANGED
```

Be sure to _**put the decimal point in the percentage**_ (e.g. 100.0) field or the system will place one before the last digit (e.g. 100 becomes 10.0 to the system).

7.   Press the "ENTER" key (you will probably have to press the "ENTER" key at least twice in order to get the message "ALL LINES CHANGED.")

8.   If the adjustment is okay the "ADJ PENDING" flag will change to "Y" and the "LAST USER ID" field will change to your FFS ID. After the adjustments are posted, the "LAST USER ID" field will change back to "OFFLINE".

```
ACTION: M  SCREEN: OARC USERID: TRAI
ARCHIVED POSTED PAYROLL RECORDS TABLE
KEY IS SSN, PP, OSEQ, SEQ

SSN: 123456789 PP: 2004 02 OSEQ: 001  SEQ: 001  NAME: SMITH, DONALD J.
POSTED COST STRUCTURE: 1661004091130                 BFYS: 2004 2005
   POSTED CLOSED BFYS:          CLOSED FUND:
      POSTED FPPS ORG:          ORIG FPPS ORG: 91130
 ORIG. COST STRUCTURE: 16610040                  BOC/SUB: 111A
        ADJ PENDING: Y    LAST USER ID: TRAIN32   PAY CODE: 010
  REGULAR PAY:     1,698.45  ADDITIVES:      465.87 HOURS:    67.00


        ADJUSTED
     COST STRUCTURE       BFYS      HOURS    PCT  ADJ FPPS ORG  CLOSED BFY/FUND
---------------------- --------- --------- ----- ------------ ----------------
1661004591130          2004                100.0



01-*L031 ALL LINES CHANGED
```

9.   If the adjustment is not okay, you will get error messages similar to those in RDE documents. All errors need to be corrected before the adjustment will process.

There are certain hours codes (i.e. quarters collections and travel advance collections) that adjustments will not be allowed on. You will receive the following error message.

```
 ACTION: C  SCREEN: OARC USERID: TRAI
 ARCHIVED POSTED PAYROLL RECORDS TABLE
 KEY IS SSN, PP, OSEQ, SEQ

 SSN: 123456789 PP: 2004 02 OSEQ: 005  SEQ: 001  NAME: SMITH, DONALD J.
 POSTED COST STRUCTURE: X410000097320                 BFYS: 2004 2005
    POSTED CLOSED BFYS:           CLOSED FUND:
       POSTED FPPS ORG:             ORIG FPPS ORG: 97320
  ORIG. COST STRUCTURE: 1661004097320               BOC/SUB: 111A
         ADJ PENDING: N    LAST USER ID: OFFLINE   PAY CODE: 55A
  REGULAR PAY:        218.87  ADDITIVES:        0.00 HOURS:      0.00

        ADJUSTED
     COST STRUCTURE       BFYS      HOURS     PCT  ADJ FPPS ORG  CLOSED BFY/FUND
 ----------------------- --------- --------- ----- ------------ ----------------
 1661004591130           2004                100.0



 01-LI06E                              01-*L034 NO LINES CHANGED
```

10. If you find that you have made a mistake on an adjustment, the correction can be made immediately (i.e. you do not have to wait for adjustments to be posted and make another correction) and the old adjustment will be overlaid.

11. You can find the adjustments on ADJL awaiting posting.

Verifying Payroll Redistributions

The following example reflects that SSN 123456789, pay period 2004 02, line 001 has been adjusted and is pending posting by the Finance Center.

Please see the bolded items below. This example also shows the last user was TRAIN33 who input the payroll redistribution.

```
ACTION: R  SCREEN: OARC USERID: TRAI
ARCHIVED POSTED PAYROLL RECORDS TABLE
KEY IS SSN, PP, OSEQ, SEQ

SSN: 123456789 PP: 2004 02 OSEQ: 001  SEQ: 001  NAME: SMITH, DONALD J.
POSTED COST STRUCTURE: 1661004091130                 BFYS: 2004 2005
   POSTED CLOSED BFYS:         CLOSED FUND:
      POSTED FPPS ORG:             ORIG FPPS ORG: 91130
 ORIG. COST STRUCTURE: 1661004091130               BOC/SUB: 111A
         ADJ PENDING: Y    LAST USER ID: TRAIN33  PAY CODE: 010
 REGULAR PAY:         235.53  ADDITIVES:        64.32 HOURS:      9.00

        ADJUSTED
     COST STRUCTURE        BFYS       HOURS    PCT  ADJ FPPS ORG  CLOSED BFY/FUND
----------------------- --------- --------- ----- ------------ ----------------
```

The following table reflects the redistribution awaiting posting.

```
ACTION: R  SCREEN: ADJL USERID: TRAI
PAYROLL ADJUSTMENTS TABLE
KEY IS SSN, PP, ORIG SEQ, SUB SEQ AND NEW SEQ

SSN        PP        ORIG SEQ    SUB SEQ      NEW SEQ    ADJUST COST STRUCTURE
 HRS        PCT      CLSD BFYS   CLSD FUND    BFYS       ADJUST FPPS ORG
---------- ------- ---------- ---------- --------- -----------------------
123456789  2004 02  001         001          001        1661004591130
     5.00   55.6                             2004
123456789  2004 02  001         001          002        1661004091130
     4.00   44.4                             2004 2005
```

The first line reflects the pending adjustment being charged to FY 2004, 91130-1661-0045. The second line reflects the original payroll charged against FY 2004, 91130-1661-0040.